

SECRET

OSA 1392-62
13 March 1963

25X1
25/11/81 REVIEWED: 064540

MEMORANDUM FOR: Chief, Security Branch, OSA

SUBJECT: Installation of Tape Recorders in
the Operations Control Room

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1. This memorandum confirms conversations of 13 March 1963
between [redacted] Security Branch/ADMIN/OSA, and [redacted]
[redacted] Commo/OSA, relative to the subject installation. 25X1

2. The Chief, Commo Staff, OSA, is in receipt of a
written request from Chief, Operations Division, OSA for instal-
lation of conference recording facilities in the Operations
Control Room. Based upon this request, two tape recorders,
Revere Model 204-2, have been ordered. 25X1

[redacted]
be delivered 14 March 1963.

These recorders are due to

3. Subject to the approval of Chief, Operations Division,
OSA, it is tentatively planned to hang two microphones from the
ceiling in the Control Room just above each end of the main
conference table. Microphone cable would be concealed in the
overhang and routed to the Control Room cubicle. Operation
and monitoring of the tape recorders will be the responsibility
of Operations personnel.

4. While the installation was not intended to be elaborate,
should the Operations Division have requirements for recording
telephone conversations pertinent to operations, it would be
advisable to stress those requirements at this time. Two tape
recorders have been ordered in an effort to insure continuity
of conference coverage. The tape recorders could provide
the flexibility required for multi-purpose recording as well.

5. Consistent with existing security provisions, it is
requested that action be initiated for completing the instal-
lation of microphones and associated cables. It is further
requested that the modus operandi for conference recording, as
it applies to security matters, be established by you.

6. Additional information concerning the installation may
be obtained from [redacted] 25X1

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SIGNED
[redacted]

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